

EMPLOYEE REGISTRATION/TERMINATION INSTRUCTIONS

The Private Detective Act requires that all employees of licensed companies must also submit to a fingerprint process as part of the hiring and registration procedures. All applicants and employees must comply with the new procedure for submission of fingerprint impressions promulgated by the New Jersey State Police Superintendent.

Employees may not be scheduled for work until they have provided their employer with the requisite fingerprinting receipt from Sagem Morpho.

Employee registration must conform to the following procedures, or forms and checks will be returned.

Documentation/fees submitted to the Private Detective Unit:

1. Employee's name, date of birth, and social security number typed on company letterhead.
2. Original fingerprinting receipt from Sagem Morpho as proof of fingerprinting
3. Registration fee \$15.00 per new employee payable to *State of New Jersey*

Multiple names and receipts may accompany one check.

The licensee shall keep the following on file at the place of business for inspection purposes:

1. **Employees Statement** (Form 202) must be completed, signed, and notarized
2. Copy of fingerprinting receipt from Sagem Morpho as proof of fingerprinting.

Payments:

1. Payment for all remitted items shall be a money order, cashier's check, certified check or business check. **NO** personal check or cash accepted.
2. **DO NOT** combine the payment for initial and renewed employees, submit separate checks.
3. Payment for multiple initial or multiple renewed employees can be combined on one (1) check.

EMPLOYEE TERMINATION

1. The licensee shall forward to the Private Detective Unit a **typed** list on company letterhead, providing the employees' name, date of birth, social security number and termination date